Northern Lighthouse Board

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Ross Erskine
xxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxx.xxx

19 January 2018

Dear Mr Erskine,

Freedom of Information - Request for Information

Thank you for your email dated 18th Dec 2017 in which you asked information under the terms of the Freedom of Information Act relating Use of Private Vehicles.

Your request has been handled in accordance with your 'right to know' under section 1(1) of the Freedom of Information Act 2000 (FOIA), which entitles you to be provided with any information 'held' by a public authority, unless an appropriate exemption applies.

Having reviewed your request I can now advise that the required information is supplied below.

Your request

I am looking for information held by you relating to the use of private vehicles at your organisation. Can you give me-

1. A list of individual mileage claims made by employees for using their own private vehicle for business in financial years 2015-16, 2016-17 and 2017- 30 November 2017.

Please break the information down by the employee's grade/level and for each claim, provide the number of miles claimed, the rate claimed and the reason for the claim. Please include every grade in your organisation, regardless of grade/level. Please provide the information as a .csv file.

2. What controls do you have in place to limit mileage using personal vehicles?

3. Do you have company cars or 'pool' cars? If so, how many?

4. How many staff do you currently employ? Please provide actual headcount.

For the safety of all

Our response

1. Please find attached details of individual mileage claims made by our employees for using their own private vehicle for business in financial years. The three separate CSV files cover 2015-16, 2016-17 and 2017- 30 November 2017 as requested

The information provided covers all claims in the organisation for the periods requested, and is broken down by Job Roles, as our expenses system does not record employee's grade/level. The number of miles claimed, the rate claimed are included as is the text description provided by the claimant.

2. The controls are split into two, the first is a technical control which operates within our expenses system:

- Employees can only claim mileage if they have provided details of their vehicle and vehicle insurance. Integra automatically hides 'mileage' as a claimable item if no insurance details are held or if the policy end date held has passed.

 Secondly there are management controls

- Employees who would not normally use their own vehicles for NLB business are required to fill in a form requesting permission to use their personal vehicle, have it signed by their manager and attach it to their claim when they send it to Finance.
- Claims submitted are required to be approved by the line manager.

3. Unfortunately I am unable to access the data for this at present due to absence. I will forward this information to you separately when it becomes available.

4. The Current Staff head count is 189 – FTE 169.62

I hope you find the information provided useful. However, if you are dissatisfied with this response and wish to request a review of our decision, or make a complaint about how your request has been handled, you should write to Director of Business Services at the address below.

Your request for internal review should be submitted to us within 40 working days of the date of this letter:

Director of Business Services
Northern Lighthouse Board
84 George Street
Edinburgh
EH2 3DA
Email: xxxxxx@xxx.xxx.xx

If you are dissatisfied with this response and wish to request a review of our decision, or make a complaint about how your request has been handled, you should write to the Information Commissioner who can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.gov.uk

Yours sincerely,
Trish Donaldson
Compliance Officer
Northern Lighthouse Board
Email: foienquiries@nlb.org

For the safety of all